

This attachment is to provide guidelines for foster parents to develop emergency procedures for responding to accidents, serious illness, fire, medical emergencies, water emergencies, natural disasters, terrorism and other life threatening situations for children in-out-of-home care. Each foster home shall develop emergency procedures with the following information that will be submitted to the licensing worker, this plan will be reviewed every six months with their foster children. The review dates and time will be recorded by the foster parent and given to the Licensing Worker.

Foster Parent's Responsibilities:

Each foster parent shall develop and display a family emergency plan that will be approved by their local office and become part of their Family Development Plan. Their plan should include the following:

1. An evacuation plan for various disasters;
2. A meeting place for all family members if and when a disaster occurs;
3. Contact numbers which shall include:
 - i. Local law enforcement;
 - ii. Regional Communication Plan with Contact Personnel;
 - iii. Emergency Numbers;
 - iv. **Administrative number, 877-642-6320, only to be used when no other communication channels are available for contacting local/regional staff.**
4. A disaster supply kit , that includes "special needs" items for each household members, first aid supplies, including prescription medications, a change of clothing for each person, a sleeping bag or bedroll for each, foster child, battery powered radio or television, extra batteries, food, bottled water and tools. For information regarding what to place in an Disaster Kit you may go to "American Red Cross Disaster Plan Kit Item list" www.redcross.org

As part of the disaster plan each foster parent will identify what will happen to the child if he/she is in school or the foster parent is away from the child; i.e. will the school keep the children until a parent or designated adult can pick them up or send them home on their own.

Each foster parent will provide their Children's Service Workers with back-up contact phone numbers in case of emergency in which they cannot be located by their home or work phone. Foster parents should consider providing staff with back-up phone numbers of individuals (such as relatives) they would contact in case of an emergency.

Each foster home will review this plan with their foster children every six months and report this information back to the foster child respective case worker. The worker will record this information in the providers file.

TITLE: CHILD WELFARE MANUAL
SECTION 6: RESOURCE DEVELOPMENT
CHAPTER 1: RECRUITMENT OF RESOURCE FAMILIES
ATTACHMENT F: FOSTER PARENT'S EMERGENCY PROCEDURES
EFFECTIVE DATE: March 17, 2006
PAGE: 2

The emergency plans shall be made available through the Regional Office, upon request.

MEMORANDA HISTORY [CD06-33](#)